YOG Monthly Reporting Process & Delivery Schedule

Close Prior Month	Produce Reports	Clients Review Reports	Produce Final Reports

ADS Clients Enter All Program Data For Previous Month

Non-ADS Clients Transfer (FTP) Data to Covansys

FTP Server

Produce Reports:
- Load Non-ADS Data
- Extract & Aggregate Program Data
- Generate Monthly Reports
- Export Reports to MS Excel
- E-Mail Reports to Grantee Sites

Grantees Review Reports-Cleanup Data

Non-ADS Clients Re-Transfer Data to Covansys if Needed

FTP Server

Produce Final Reports:
- Load Non-ADS Data
- Extract & Aggregate Program Data
- Generate Monthly Reports
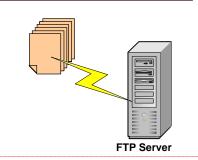- Export Reports to MS Excel
- E-Mail Reports to Department of Labor

3 Business Days	3 Business Days	3 Business Days	3 Business Days

6 Elapsed Business Days

9 Elapsed Business Days

12 Elapsed Business Days